

**CRAWFORD CENTRAL SCHOOL DISTRICT  
11280 MERCER PIKE  
MEADVILLE, PA 16335**

**CONFIDENTIAL SECRETARY - BUSINESS OFFICE**

**QUALIFICATIONS:**

1. Associate Degree and/or two (2) years Business Office experience preferred.
2. Must have understanding and knowledge of computer technology.
3. Must possess excellent personal and public relations skills
4. Such alternatives to the above qualifications as the Board and/or Superintendent may find appropriate or acceptable.

**REPORTS TO:** Business Manager/Assistant Business Manager

**JOB GOAL:** To perform secretarial duties and maintain confidentiality so the Business Manager may devote maximum attention to his/her duties.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensures confidentiality of all discussions, decisions, recommendations, records, and practices. Sets examples of industry, patience, productivity, and personal appearance for all district office personnel.
2. Types all reports and correspondence as prescribed by the Business Manager.
3. Processes all incoming mail upon receipt.
4. Maintains a thorough and efficient filing system for all data related to the business office and, when appropriate, for the district.
5. Records the receipt of all monies received by the district and transmits these funds to accounts payable/computer operator for preparation of deposit and recording purposes.

### 3.1 - Confidential Secretary - Business Office

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6. Creates and maintains accounts receivable invoicing and data base accounting records for petty cash in the business office
7. Accepts all calls for the Business Manager and process all appointments.
8. Accepts responsibility for the initial operation and shutdown of all equipment in the office on a daily basis.
9. Orders and maintains office supplies as needed.
10. Processes tax collection data, coordinates tax collectors, and prepares related reports.
11. Responsible for maintaining operation/security of Aesop.
12. Responsible for maintaining accurate records for all benefit groups
13. Supports Payroll and Accounts Payable positions as directed by the Business Manager.
14. Performs other reasonable duties as are assigned by the Business Manager for the well-being of the school district.

**TERMS OF EMPLOYMENT:** Salary and benefits to be determined in accordance with the Fringe Benefits for Confidential Secretaries established between the Confidential Secretaries and the Crawford Central Board of School Directors.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel by the Business Manager.

**REVISED:** January 28, 2019